



# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Finance Office Manager</b>
<b>Class Code Number</b>	<b>2090</b>

### General Statement of Duties

Organizes, administers, and supervises assigned operations of the Finance Department; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to organize, administer, and supervise all operations of the Finance Department. The work is performed under the supervision and direction of an assigned supervisor, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over Finance support personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Organizes and supervises operations of the Finance Department, including providing direction to ensure quality performance and customer service, overseeing staff duties in various areas, supporting clerical staff in dealing with difficult matters or people, providing training, motivation, and evaluation for staff, assigning and scheduling tasks, analyzing and making recommendations regarding work flow, work space, procedures, and policies, and preparing/presenting annual performance evaluations to staff;
- Oversees City-wide expense requests and revenue receipting to ensure appropriate budgetary controls, including preparing deposits, monitoring and maintaining department budget, reviewing and authorizing purchase orders and check requests, verifying account numbers and funds,

auditing cash postings, and participating in preparation of Finance and other departmental annual budgets;

- Coordinates administrative duties related to City transit services and Dial-a-Ride/Lift program, including cooperating with contractors to procure various items and services, preparing applications for funding, preparing required Federal and State reports/statistical information, participating on related committees/boards, addressing complaints and inquiries from the public, remaining up to date on related legislation, monitoring budget, and preparing/presenting reports to City Council;
- Prepares complex accounting/statistical reports as necessary such as quarterly and annual payroll, water and sewer usage, and other financial reports;
- Provides needed information and demonstrations concerning related work to City personnel, community groups, government officials, and the general public;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Thorough knowledge of operational characteristics, services, and activities of accounting and public transit programs;
- Thorough knowledge of techniques of contract administration;
- Thorough knowledge of principles of municipal budget preparation and control;
- Thorough knowledge of applicable Federal, State, and local laws, codes, and regulations;
- Thorough knowledge of principles and practices of complex cost accounting and bookkeeping;
- Thorough knowledge of data processing services as pertains to expenditure and revenue accounting;
- Thorough knowledge of financial office procedures, methods, and equipment;
- Ability to manage and coordinate a public transit program;
- Ability to administer contractual agreements related to public transit systems;
- Ability to interpret and explain administrative, departmental, and public transit policies and procedures;
- Ability to manage and coordinate work of technical and clerical personnel;
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Ability to coordinate and compile information and statistics into complete records and reports;
- Ability to maintain detailed accounting records;
- Ability to make public presentations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Accounting, Finance, Business Administration or a closely related field; and
- Considerable (four to six years) experience in accounting and business office operations, with some supervisory experience.

### **Required Special Qualifications**

- May require a valid Class C California State Driver's license.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.